

# VISIT GUIDELINES

## WELCOME STATEMENT

The Department of Corrections welcomes you to Airway Heights Corrections Center (AHCC). We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The number of visitors allowed at one time may vary from one facility to another. All facilities are chewing gum and tobacco free. Please read these guidelines carefully so you may have an enjoyable visit.

## WHO CAN VISIT

Each offender may have up to four (4) approved visitors per visit. There is no limit for approved children. NOTE: The offender may not be available for a visit due to required programming. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

**Visitor Reminder: If you wish to be removed from an approved visitor list, please submit a written request for removal to the Visiting Sergeant.**

Children under the age of 18 may visit with a parent/guardian or an approved escort only.

## WHEN YOU CAN VISIT

### MAIN INSTITUTION VISITING DAYS AND TIMES:

| VISITING DAYS | HOURS 12:00-3:30PM | HOURS 5:00-8:30PM |
|---------------|--------------------|-------------------|
| FRIDAY        | UNITS- K L R       | UNITS- M N T      |
| SATURDAY      | UNITS- M N T       | UNITS- K L R      |
| SUNDAY        | UNITS- K L R       | UNITS- M N T      |
| MONDAY        | UNITS- M N T       | UNITS- K L R      |

### MSU C-2 INSTITUTION VISITING DAYS AND TIMES:

| VISITING DAYS | HOURS 12:30PM-3:30PM | HOURS 5:00PM-8:30PM |
|---------------|----------------------|---------------------|
| FRIDAY        | UNITS C4 & C5        | UNITS C4 & C5       |
| SATURDAY      | UNITS C4 & C5        | UNITS C4 & C5       |
| SUNDAY        | UNITS C4 & C5        | UNITS C4 & C5       |
| MONDAY        | NO VISITING          | UNITS C4 & C5       |

Offenders may request arrangements for special situations such as friends or family traveling from extended distances.

Visitors who leave during any visit period may be allowed to return during the next authorized visit period for the offender.

## HOW YOU GET HERE

- Airway Heights Corrections Center (AHCC) is located in Airway Heights Washington, just a few miles West of Spokane.

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- The phone number to AHCC is 509-244-6700
- From I-90 take the Fairchild AFB/Spokane International Airport/Highway 2 Exit.
- Travel West approximately 3.5 miles.
- Turn right/north on Hayford Road.
- Travel 1 mile. Turn left/west on Sprague Avenue.
- Travel ½ mile. The AHCC entrance will be on your left.
- Spokane Transit Authority (STA) 509-328-RIDE
- As you enter facility grounds, the visitor parking lot is on your right. Visitors for the Main Institution and Minimum Security Unit (MSU) park in this area. The Main Institution is the two story building next to the flag poles. The MSU C-2 is located at the west end of the parking lot. Please use the concrete sidewalks to both these areas. Do not cut through the vehicles in the parking lot.
- Parking is available for Handicapped persons at the Main Institution and the MSU. You must have a state authorized sticker. For the main Institution, turn left at the flag poles and the Handicapped parking area will be on your right. You may drive into the half circle by the flag poles to drop off a visitor. Physically Challenged parking for the MSU is located on the west end of the parking lot, in front of the C2 Visiting and Programming Building.

### **WHAT TO DO WHEN YOU ARRIVE**

#### **Vehicles/Parking**

The speed limit on facility grounds is 15 mph. Thank you for not speeding.

Vehicle windows and doors need to be secured.

Pets and persons not visiting may not wait in vehicles.

#### **Visitor Check-In**

Visitors are welcome to arrive 30 minutes prior to visits but must remain in their vehicle until 15 minutes prior to the visiting session. This means visitors may arrive at 11:15am and 4:15pm. Visitors may enter the building to begin processing at 11:45 and 4:45. Parking on Sprague Avenue is not allowed per local law enforcement.

Please inform staff in advance if you intend to share difficult news during your visit. Staff will attempt to make a suitable seating arrangement for your visit.

#### **Identification**

All visitors 16 years of age and older will be asked to show current photo identification (e.g., driver's license, passport, military or government identification, tribal identification, alien registration, student identification). Expired or non-photo identification will not be accepted.

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## **Searches**

Visitors will be required to sign a search permission form before visiting. Pat, vehicle, personal property, and/or canine searches may be conducted.

You may bring the following items in a clear plastic coin purse or plastic bag:

- Money – Zip keys are available for purchase at Public Access and C-2 lobby. Each visitor is allowed one (1) zip key. Zip keys cost \$5.00 and will hold a maximum of \$26.00.
- Identification and locker key.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Small comb or brush.
- All other items will be secured in lockers at Public Access and C-2 visitor intake areas.

## **Items for Infants and Toddlers**

Infant and toddler items must be stored in a clear plastic bag or container. The following items are allowed:

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- Two pacifiers or teething objects.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes that have been transferred to a zip lock plastic bag prior to visit.

## **HOW TO ENJOY YOUR VISIT**

**The following guidelines are in place to ensure a safe and pleasant visit.**

Continuation of your visit and visiting privileges will depend on:

- Visitors arriving without having consumed alcohol and/or an illegal substance, or being in possession of contraband.
- Visitors and/or offender following the Visit Guidelines, policy, and procedures.
- Compliance with search procedures.

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- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health or safety of any visitor, offender, or staff.

Weapons of any kind are not permitted.

Families are encouraged to be considerate of other visitors. Please avoid loud, excessively emotional, or disruptive behavior.

Dress standards are necessary to ensure the safety and security of visitors and offenders, to promote a non-offensive, family oriented environment, and to provide efficient processing of visitors. The Visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, or accessories allowed. The following guidelines apply to visitors 5 years and older:

### **Clothing**

Appropriate, modest clothing should be worn by all visitors. Buttons or closures should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair, free of holes, rips, or tears. Undergarments must be worn, to include briefs and brassieres for females, and briefs, boxers, or long underwear for males. Examples of inappropriate clothing include:

- Clothing that might expose undergarments, cleavage, stomach/midriff, bare back when arms are raised or bare chest.
- Tight fitting clothing
- Low cut tops or bottoms
- Clothing that is sheer, see through, or mesh (other than hosiery)
- Fish net stockings
- Camisole type/halter or tank tops, not worn under other clothing
- Camouflage, bibbed attire, cargo or painter pants, or any clothing that might be considered difficult to search (e.g., excessive pockets, padding, or layering of one outer garment over another)
- Clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form
- Wraparound clothing with full length openings

Dresses, skirts, shorts, capris, skorts, and slits in clothing must not fall more than 3 inches above the knee.

- Visitors may be prohibited from bringing hooded or heavy, parka style coats into the visit room. Such items may need to be secured in a locker in the lobby area.

### **Footwear**

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- Shoes, sandals, flip flops, and boots must be in good repair. Slippers and quilted or fur lined snow boots will not be allowed.

Winter boot exception - Winter boots may have quilted or fur lining as long as the lining is not removable.

### **Accessories**

- Jewelry that hides other items (e.g., broaches, locket, pins) or jewelry that looks like a key is not allowed.
- The following items are permitted:
  - Four pieces of jewelry in piercings (e.g., one nose, one lip, 2 ears, or the combination of 4 pieces of pierced jewelry).
  - One watch.
  - Wedding ring set and one ring.
  - Two necklaces.
  - Two bracelets.
- Two pairs of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
- Belts may be worn, excluding money belts or belts with compartments.
- Religious and medically necessary head coverings may be allowed with written verification.

### **COURTESY DURING VISITS**

The Department intends to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all participants is encouraged. The following visit room guidelines will help to ensure that visits are a pleasant experience for all participants:

- A brief hug and kiss (i.e., 4-5 seconds in length) are permitted at the beginning and conclusion of visits.
- In addition to brief, appropriate contact at the beginning and conclusion of each visit, an offender may have physical contact with his/her child(ren) up to age 8 in a manner that respects the child's feelings and physical boundaries. Facility visiting staff will monitor the child(ren) for signs of disengagement (e.g., pulling away, crying, screaming, etc.) and will, if appropriate, instruct the offender to discontinue the physical contact or return the child to the guardian.
  - The child may sit on the offender's lap.
  - The offender may show affection toward the child (i.e., hugs or kisses).
- During the visit, the only physical contact allowed between offenders and adult visitors is holding hands with hands in plain view on or above the table top. As visiting areas are family friendly environments, caressing of any kind will not be allowed.

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- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use furnishings for their intended use.
- Because time is limited, the focus and interaction must remain between the offender and his own visitors and family. Speaking to other visitors or offenders will not be permitted.
- During visitation, Zip Keys may be used for vending machine purchases by visitors. At minimum security facilities, both offenders and visitors may use Zip Keys for vending machine purchases. Visitors are reminded to take their Zip Key with them when they leave.
- Children must be under direct supervision and within sight of the visiting parent or guardian at all times, including children using the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- Showing affection, holding, and playing with visiting children promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits, unless visits occur in dining areas.
- When changing children's soiled garments, please use the provided changing areas.
- Visits may become emotional at times. If this happens, staff will check in with you and are available to assist as needed.
- Please put away all items used during visits (i.e., games, toys, books). Please throw trash and recyclables in provided containers at the end of your visit.
- When the visit is over, goodbyes will be said at the table. The offender will remain seated at the table and the visitor will exit the visit room. After the visitor has cleared the visit room door, the offender will finish clearing the table of games, toys, debris, etc prior to reporting to the out-processing area.
- Suggestion/Comment forms are available in the visit room.